



Palo Alto Unified School District
25 CHURCHILL AVENUE, PALO ALTO, CALIFORNIA 94306

Central Attendance Office
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PROCEDURE DOCUMENT PERTAINING TO INTERDISTRICT TRANSFERS TO GARDNER BULLIS ELEMENTARY SCHOOL

Dear Parent(s) and Guardian(s):

The Palo Alto Unified School District and Los Altos Elementary School District have come to an agreement regarding Los Altos Hills residents, who wish to attend Gardner Bullis Elementary School. The following are the Interdistrict Transfer request guidelines:

- An Interdistrict Transfer for each transferring student shall be filed with the Palo Alto Unified School District Central Attendance Office. Both Districts must approve the Interdistrict Transfer in order for the Transfer to be effective.
- The Interdistrict Transfer will continue year-to-year and does not need to be renewed with the Palo Alto Unified School District up to and including the start of the students' 6th grade year.
- If the student wishes to attend a PAUSD school anytime from Kindergarten through 5th grade, or has registered for 6th grade by the end of the Priority 1 deadline of their 5th grade year, the student shall have priority that is equal to continuing PAUSD students.
- A returning student, who has registered prior to the Priority 1 deadline, will have registration priority equal to that of other residents who register during the same registration period. If a particular school is at capacity at the time of registration, returning Gardner Bullis Elementary School students will be overflowed following District procedures.

Please contact Central Attendance if you have any questions regarding the registration process.